

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CONTRACT SPECIALIST V-  
Contracts and Procurement

SALARY GROUP: B23

DEPARTMENT: Contracts and Procurement

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Billy Sanders DATE: 09/06/2021

POSITION #: 003112

**I. JOB SUMMARY**

Performs highly advanced contract management work. Work involves coordinating, developing, and evaluating a broad range of contracts; and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Oversees, monitors, and evaluates the agency contracting and procurement program; consults with public and private agencies in the development and implementation of procurement agreements; develops contracting and procurement program guidelines, policies, procedures, rules, and regulations; and develops and implements effective techniques for evaluating the contracting and procurement program.
- B. Oversees branch staff in contracting and procurement activities to include procurement methods, contract, purchase order, and requisition processing procedures, and documentation requirements for the procurement of agency products and services; and conducts inspections and reviews to determine compliance with state laws and agency and Texas Comptroller of Public Accounts contracting and procurement rules, regulations, policies, and procedures.
- C. Reviews and approves contracting and procurement documents and files for accuracy; ensures compliance with required procurement methods, procedures, and record keeping and documentation; prepares and oversees the preparation of administrative reports, studies, specialized research projects, and reviews; and resolves audit exceptions by defining causes of errors and recommending appropriate dispositions.
- D. Provides technical guidance in the program areas; represents the program areas at meetings, hearings, trials, conferences, and seminars and on boards, panels and committees; provides technical assistance to resolve operational issues, vendor disputes and protests, and procedural problems; identifies areas in need of staff training; provides guidance to staff performing contracting and purchasing activities; and provides guidance to internal and external stakeholders regarding contract administration.
- E. Supervises the work of others.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Finance, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required eight years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Eight years full-time, wage-earning purchasing, contract monitoring, contract management, contract negotiating, program administration, financial auditing, or technical program experience.
3. Three years full-time, wage-earning purchasing or contracting experience.
4. Experience in purchasing or contracting under the laws and regulations of the State of Texas preferred.
5. Experience in contract development, negotiation, management, and evaluation preferred.
6. Experience in the supervision of employees preferred.

Must have or be able to obtain a Certified Texas Contract Developer (CTCD) and a Certified Texas Contract Manager (CTCM) certificate within twelve months of employment date.

Must maintain valid certification(s) for continued employment in position.

Selected applicants without required certification(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

**B. Knowledge and Skills**

1. Knowledge of contracting and procurement methods and procedures, purchasing sources, prices, market factors, product characteristics, and general and technical specifications.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes related to contracting and procurement.
3. Knowledge of automated purchasing information management systems.

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4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to manage procurement program activities.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in administrative problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill to review technical data and prepare technical reports.
13. Skill to gather, correlate, and analyze information.
14. Skill to develop and evaluate administrative policies and procedures.
15. Skill to address vendor inquiries and complaints.
16. Skill in public address.
17. Skill to supervise the work of others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, and automobile.